THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES

Title:	Number:	Revision Number:	Date Effective:
TRAINING REQUIRED FOR INCLUSION IN THE DIVISION MANAGEMENT SYSTEM (DMS)	00-0000-182-02	0	*5 Mar 97*
	Prepared By: D.Tuttle, K. Colville, E. Woo, R. Kajaria, W. Strobel	**Approved By:** Sondra D. Gutkind	**Page:** 1 of 3

18.0   PURPOSE

To list what mandatory training for ISO 9001 is required for applicable personnel in each pilot program for inclusion in the Division Management System (DMS).

18.1   SCOPE

This training procedure applies to all employees in the Division Management System and those in the process of being certified.

18.2   RESPONSIBILITY

18.2.1 The Division ISO Program Manager (DISOPM) is responsible for providing the required training to applicable personnel in each pilot program.

18.2.2 The Pilot Program Department Head is responsible for the following:

18.2.2.1   Identifying the personnel for the Target Audience for the DMS training courses.

18.2.2.2   Submitting the Training Requests for the DMS training through the Human Resources Office.

18.2.2.3   Ensuring the required training has been completed.

18.2.3 The Human Resources Development Branch is responsible for processing training requests and maintaining individual Official Records of Training and course records in the Electronic System for Personnel (ESP).

18.3   DEFINITIONS

None.

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	Prepared By:	**Approved By:**	**Page:**
	D.Tuttle, K. Colville, E. Woo, R. Kajaria, W. Strobel	Sondra D. Gutkind	2 of 3

18.4   PROCEDURE

18.4.1 The PPDH, or designee, will identify personnel for the Target Audience for the applicable DMS training listed below:

18.4.1.1   Division Management System:

Overview Training Target Audience: Mandatory for all personnel of new pilot programs. In addition, other managers seriously contemplating inclusion in the Division Management System may attend.

18.4.1.2   Division Management System:

Implementation Training Target Audience: Mandatory for First Line Supervision and for personnel writing procedures for the Pilot Program. In addition, Document Control Coordinators and Action Request Coordinators, and Internal Auditors may attend.

18.4.1.3   Division Management System:

Internal Auditor Training Target Audience: Mandatory for Lead Internal Auditors and Internal Auditors for new Pilot Programs.

18.4.1.4   Division Management System:

Corrective and Preventive Action Training Target Audience:
Mandatory for First Line Supervision and for Action Request Coordinators. In addition, Document Control Coordinators and Internal Auditors may attend.

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	D.Tuttle, K. Colville, E. Woo, R. Kajaria, W. Strobel	Sondra D. Gutkind	3 of 3

18.4.2 The PPDH, or designee, will submit Training Requests to the Human Resources Office for the DMS training.

18.4.3 The PPDH, or designee, will ensure that the identified personnel for the Target Audience have completed the applicable training.

18.4.4 The Human Resources Office will process the training requests and maintain the individual Official Records of Training in the ESP.

18.5 REFERENCES

None

18.6 RECORDS

18.6.1 Official Records of Training